



**Village of Weston, Wisconsin**  
**OFFICIAL MEETING AGENDA OF THE PERSONNEL COMMITTEE**

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The Regular meeting of the Village of Weston Personnel Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on

**Monday, June 20, 2016, at 4:30 p.m.** to consider the following matters:

- A. Opening of Session.
  - 1. Meeting called to order by Trustee Porlier at 4:30 p.m.
  - 2. Clerk will take attendance and roll call
  - 3. Request for silencing of cellphones and other electronic devices.
  - 4. Acknowledgment of visitors if any.
- B. Comments from the public on matters pertaining to committee business and oversight.
- C. Presentations.
- D. Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) for the purpose of considering the employment, compensation, or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility:
  - 5. Discuss personnel evaluations, performance reviews, and pay raises for all Village employees, in addition to reviewing the Village's pay matrix and classification and compensation policies.
  - 6. Reconvene into open session and take action on items discussed in closed session, if necessary.
- E. Business Items for consideration, discussion, and action.
  - 7. [Meeting minutes from April 18, 2016.](#)
- F. Reports.
  - 8. Clerk/Employee Resources Manager
  - 9. Administrator
- G. Remarks from Committee; discuss items to be included for the next Personnel Committee agenda.
- H. Set next meeting date for **Mon, July 18, 2016.**
- I. Announcements.
- J. Adjourn.

WITNESS: My signature this 17<sup>th</sup> day of June, 2016.

Sherry Weinkauff  
Weston Village Clerk

This notice was posted at the Municipal Center, and on the Village's website at [www.westonwi.gov](http://www.westonwi.gov), and was emailed to local media outlets (Print, TV, and Radio) on 6/17/2016 @ 4:15 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE PERSONNEL COMMITTEE**  
**June 20th, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – E.7.**



**Village of Weston, Wisconsin**  
**OFFICIAL MEETING MINUTES OF THE PERSONNEL COMMITTEE**

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**Monday, April 18, 2016, at 4:30 p.m.**

**A. Opening of Session.**

- 1. Meeting called to order by Trustee Berger at 4:30 p.m. Ziegler arrived at 4:41 p.m.**
- 2. Clerk will take attendance and roll call**  
Roll call indicated 5 members present.

Member	Present
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

Village Staff in attendance: Higgins, Weinkauff, Hodell, Donner and Wodalski. Trustee White and staff member Lenhard was also in attendance.

- 3. Request for silencing of cellphones and other electronic devices.**  
Berger requested the silencing of cellphones.

- 4. Acknowledgment of visitors if any.**  
There were no visitors present.

**B. Comments from the public on matters pertaining to committee business and oversight.**  
No comments.

**C. Presentations.**  
No presentations.

**D. Business Items for consideration, discussion, and action.**  
**5. Meeting minutes from February 15, 2016.**

*Motion by Penza, second by Pagel to approve the meeting minutes.*

**Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS**

Trustee	Voting
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

**6. Recommendation to approve the Aquatic Center Emergency Action Plan.**

Mroczenski said he began work on the proposed emergency plan earlier this year. The previous plan was very generic. Penza said this is a positive thing and feels this is necessary. Hegg asked if the

employees will be trained to follow the plan. Mroczenski said yes. It was indicated the emergency plan was not attached.

***Motion by Pagel, second by Penza to approve the Aquatic Center Emergency Action Plan.***

**Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS**

<b>Trustee</b>	<b>Voting</b>
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

**7. Recommendation to approve the Aquatic Center Flexible Wage Scale.**

Mroczenski asked to have the flexibility to offer the aquatic center employees a wage between the lowest hourly rate and the highest hourly rate. Hegg feels it is important to be competitive in the market.

***Motion by Pagel, second by Hegg to approve the Aquatic Center Flexible Wage Scale.***

**Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS**

<b>Trustee</b>	<b>Voting</b>
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

**8. Update on new hires.**

Guild said the Village is finally at full staff. D. Phelps began employment today in the Parks Department. R. Maquire began April 4<sup>th</sup> as the new Property Inspector. Early February both D. Stroik and J. Tritten began employment in the Finance Department and T. Skerven began in the Utility Department.

**E. Reports.**

**9. Clerk/Employee Resources Manager**

Weinkauf reported she is working on the total compensation statements for employees.

**10. Administrator**

Guild said there is a number of open vacancies on committees. There was a job posting put on the Village's website for applicants to apply. He will begin employee reviews in May. He explained how he plans to integrate the total compensation statements with reviews. He gave an update on the 29 Camp Phillips corridor project and the sports cluster project. He asked the members to let him know if they know anyone that may be interested in serving on a committee. He also gave an update on the Village's 20<sup>th</sup> anniversary celebration.

**F. Remarks from Committee; discuss items to be included for the next Personnel Committee agenda.**

No comments.

- G. Set next meeting date for Mon, May 16, 2016.**  
Hegg and Pagel said they would both be absent from the next meeting.
- H. Announcements.**  
No comments.
- I. Adjourn.**  
Berger adjourned the meeting at 4:55 p.m.

**Sherry Weinkauf, Village Clerk**